



October 30, 2002

TO: All NIH Employees

FROM: Deputy Director for Management

SUBJECT: Competitive Sourcing Reviews in Fiscal Years 2003 and 2004

I recently sent you a memo introducing the topic of “competitive sourcing” (commonly referred to as “A-76”) and giving you information of how the NIH is addressing the issue. You may recall that competitive sourcing is the process Federal agencies must go through to review functions that are considered commercial (that is, things that you do in your job, that could also be done by a private company) to see if they can be done less expensively using contractors. In those cases where NIH management determines that it is in the best interest of the government to contract out a function, everyone should remember that Secretary Thompson remains committed to making sure everyone has a job.

The initial step in this process was to assign every NIH employee to a specific function from a list developed by the Office of Management and Budget, and to determine if the nature of the work is “inherently governmental” or “commercial”. Each IC has completed this step and the Commercial Activities Review Team (CART) in the Office of Management Assessment/OD is now evaluating the entire inventory. NIH is required to review 25% of the “commercial” functions by the end of FY 2004 to determine the least expensive way to perform them. The CART has enlisted the help of several senior NIH managers to assist in these reviews and provide technical guidance on the functions themselves.

Attached is the list of functions that have been identified for review over the next two years. The next step in the process is to determine what positions are to be included in the list of functions to be reviewed. Once the specific positions have been identified, we will sit down with the employees whose functions will be reviewed to discuss the process and answer their questions. Where applicable, we will also include appropriate union representation.

As we continue to implement this process, CART staff will keep you informed. The CART staff is currently in the process of scheduling an all-hands information session about the competitive sourcing requirement for employees. In the meantime, if you want to learn more about competitive sourcing, you can look at the NIH A-76 website at: <http://A-76.nih.gov>.

/s/

Charles E. Leasure, Jr.

Attachment

Functions Scheduled for Review - Completion FY 03	
Function	
Personnel	
Employee Development	
Manpower Research and Analysis (Workforce Planning)	
Benefits Reviews & Analysis Handling of Employee Benefit Paperwork	
EEO Staff	
Negotiated Dispute Resolution (ADR)	
Finance and Accounting	
Administrative Support Clerical assistance to any of the above	
Voucher Examining	
Customer Billings	
Business Performance Reporting	
Internal Auditing Budget & financial auditing services	
Grants Management	
Administrative Support: Provide clerical and grants technical support and assistance to all Grants Management functions.	
Administrative Support: Provide clerical and grants technical support and assistance for grants close out functions.	
Application Services: Provide file room operation and maintenance functions.	
Grants Monitoring and Evaluation: Manage grants close out functions encompassing assurance that necessary scientific, administrative, and financial reports have been received and implementation and documentation of compliance with federal records managemene	
Biomedical Research: Provide administrative and clerical support for scientific research trend analysis and coding.	
Biomedical Research: Provide administrative and clerical support to applications pre-award analysis and referral functions.	
Biomedical Research: Perform applications receipt, processing, and distribution functions.	
General Admin (not specific to other areas)	
RDTE Administrative Support	
Copying	
Administrative Filing	
Records Management	
R&D	
Patient Care Unit clerks: clerks supporting clinical informatics	
Biomedical Research: Committee management support.	
Paralegal Specialist functions	
Basic Research - Students (General Schedule)	
Perform research animal support services	
Direct provision of animal husbandry and cage wash services	
Provide veterinary technical services	
Applied Research - Students (General Schedule)	
Provide NIH visa services	
Facilities and Installation Services	
Postal Services	
Administrative Support	
Manage space and space assignment data	
Provide Facility Management Services	
Motor Vehicle Operations	
Generate steam and chilled water	
Warehousing and Distribution	
Building Services	
Provide Locksmithing Service	
Issue and manage ID cards	
Install and Maintain Building Entry and Security Systems	
Maintain utility distribution system	
Coordinate schedule of interconnected moves	
Retail Supply Operations	
Traffic/Transportation Management Services	
Visual Information and multi-media services	
Professional Development Training	
Architect-Engineering - Local Projects: Provide A/E consulting and technical expertise (interior/facility design)	
Operate Work Reception center	
Provides Grounds Maintenance Services	
IT and Information Services	
Administrative Support Clerical assistance to IT	
Management of agency IT security awareness and training program (ISSO)	
Other Information Operation Services	
Data Maintenance Administrative activities and computing services) <i>Includes extramural and administrative activities</i>	
Data Center Operations	
Maintenance of ADP Equipment Maintenance of ADP equipment, for both software and hardware, including back-up and recovery operations.	
Systems Design, Development and Programming Services -- Programming of NIH IT - related systems, e.g., coding and testing, installation, and technical integration, etc.	

Functions Scheduled for Review - Completion FY 04	
Function	
Personnel	
Personnel Administrative Support (Other Personnel Activities)	
Grants Management	
Biomedical Research: Provide scientific review functions encompassing performance, analysis, and administration of scientific review, scientific quality assurance and coordination, and training activities	
Biomedical Research: Provide administrative and clerical support for scientific review functions.	
Facilities and Installation Services	
Perform building maintenance and operations	
Perform Fire Prevention and Protection services	
Other Real Property Program and Project Management Activities	
IT and Information Services	
Information Technology Management -- Maintain integrity of LAN, develop web pages, train staff in IT, provide IT support and software services, recommend the acquisition and use of new technologies for the staff.	
Client Services Management and operation of client services and help-desk programs	
Systems Design, Development and Programming Services -- Planning and development, of NIH IT-related systems, e.g., requirements analysis, applications development, configuration planning, etc.	